

NOTICE OF CONTRACT AWARD

Pursuant to Management Memo 03-10, submit when using CMAS/Master Agreement for the following contracts: IT goods/services >\$250,000 to \$500,000 and in addition, submit approved exemption with Master Agreements >\$500,000. Submit within five (5) days of contract award. Attach a copy of the awarded contract. Submit this form for reporting to DGS ALL DGS approved non-IT goods and IT goods and services NCB's. Non-IT service NCB's do not need to be reported on this form, except for emergencies.

Reporting Department Information

Department:

(Name and Address)

Contact Name:

E-mail:

Telephone:

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Fax:

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Required Contractor Information

Contractor Name:

Contract Amount:

\$

Contractor Address:

Certified Small Business: () Yes () No

DVBE: () Yes () No

Provide a brief description of the required acquisition, including all the services the contractor will provide:

Explain if this is an emergency purchase or how the supplier is the only source for the acquisition and reference the PCC that applies. (i.e., 12102, 10301/10302, or 10340)

Contract Type and Term

Contract Type: (select one) () Non-IT Goods () IT Goods () IT Service () IT Goods/Services

Contract Term:

From: _____ To: _____

Explain late submittal below:

Offer/Award Information

Other Offers Received:

Supplier:

Supplier:

Telephone: ()

Telephone: ()

Offer: \$

Offer: \$

*DIRECTOR SIGNATURE

DATE

*AGENCY SECRETARY APPROVAL

DATE

Remit completed form with copy of contract to:

Procurement Division
One Time Acquisitions
707 Third Street, 2nd Floor
West Sacramento, CA 95605

*Not necessary if NCB approved and attached.